

## Module 9 – New Case: Add Parties

In Module 8 we completed the Case Initiation Screen except for identifying the parties on the case. This module will continue with the new case filing by adding the parties.

Home eFile Cases My Profile Log Out user: MIKE REED

Home ⇒ Case Type ⇒ Case Initiation

**Case Initiation: JP LANDLORD TENANT**

Filer Reference No.

Court Location

Claim Amount

Jury Option ☒ non-jury ☐ jury

Case Title

Full Case Caption

Add Multiple Issues

JP LLT MOBILE HOME

Related Case No.

**Case Participants**   (Any party to be served must be added as a distinct party.)

Remove	Participant Name	Type	Attorney(s) for Party
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From the Case Initiation Screen, click the 'Add My Parties' button to add a Plaintiff. Pro Se filers don't need to add themselves as a Plaintiff. The system does that automatically. If they are the only Plaintiff, they can proceed directly to adding other parties. This brings you to the 'Add a Plaintiff' Screen.

## Module 9 – New Case: Add Parties

### ENTERING THE PLAINTIFF DATA:

State of Delaware Judiciary
eFiling system

Home eFile Cases My Profile Log Out user: HARV SMITHFIELD

Home » New Case Filing » Case Type » Case Initiation » Plaintiff

Add a Plaintiff: JP DEBT ACTION

Plaintiff

Company ☒ Person ☐

Contexte Id: @279348

Party Type: PLAINTIFF

Name Prefix:

First Name:

Middle Name:

Last Name: \* (or Business Name) CAPITOL CREDIT SERVICES INC

Name Suffix: (Jr, Sr, ...)

EIN:

SSN:

DOB: mm-dd-yyyy

Day Phone: (000) 000-0000

Cell Phone: (000) 000-0000

Home Phone: (000) 000-0000

E-Mail:

Confidential Address: ☐ Unknown: ☐

Address Line 1:

Address Line 2:

Address Line 3:

City:

State:

Zip / Postal Code:

Back Next

Add an Attorney for this Party

Last Name:

Bar/FA #:

Type: ATTORNEY FOR PLAINTIFF

Add

Last Name	Bar/FA #	Type	Delete
SMITHFIELD	102030	ATTORNEY FOR PLAINTIFF	X

Add Additional Aliases (AKA)

First Name:

Middle Name:

Last Name: \* (or Business Name)

Add

First Name	Last Name - Business	Type	Delete
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Add Additional Addresses Add

Type	Address	Delete
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## Module 9 – New Case: Add Parties

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### Left Column:

Note: Do not change the 'Party Type' field shown. Leave it set to PLAINTIFF.

Select 'Company' or 'Person' radio button to identify the type of Plaintiff.

If the **Contexte ID** (also called 'System ID') is known, and the address has not changed from previous cases filed, enter it here and then complete only the Last Name field (Person's last name, or complete Business Name – **DO NOT USE** any punctuation). Go to the Right Column if needed for any other data entry, or go to the bottom and click the 'Next' button to save the Plaintiff information.

If the **Contexte ID** is known, but the address associated with it has changed from previous cases filed, or the **Contexte ID** is not known, leave this field blank and enter the following:

For a person, enter First Name, Middle Name (if known), and Last Name.

For a business, enter the complete Business Name (without punctuation) in the Last Name/Business Name field.

**EIN, SSN and DOB:** Do not use these fields – leave them blank.

**Phone Numbers and E-Mail address** are optional.

**Confidential Address:** Only use to keep addresses from public view if needed to protect an individual's safety.

**Unknown:** Check only if there is no known address.

**Address:** Please use the following US Postal guidelines:

- Do not use any punctuation when entering addresses.
- Use the most finite element of the address on the first line (e.g., an Apartment Number, or Unit Number, etc.), then put the street address on the second line. If there is no apt or unit number, put the street address on the first line.

Go to the Right Column (see next page for instructions).

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### Right Column:

#### **Add an Attorney for this Party** (or Agent):

Whoever logged-in to create the filing will be shown in the right column (as either the Attorney or the Agent for the Plaintiff).

**NEVER** delete this person – they **MUST** be a party on the initial filing.

Add additional Agents or Attorneys by entering their Last Name, FA# or Bar ID#, select their correct 'role', then click the **Add** button.

Delete any (additional) unwanted Agent or Attorney from this filing by clicking the red 'X' next to their name – but **NEVER** delete the Agent or Attorney who was logged-on to do this filing.

#### **Add Additional Aliases:**

Not needed for Plaintiffs. If the Plaintiff has a "DBA", or "T/A" name, that should be entered as the first line of the address in the left column.

#### **Add Additional Addresses:**

Not needed for Plaintiff entry.

When the page is complete, click 'Next' to return to the Case Initiation Screen (DO NOT USE the **Back** button – this will erase all data entered on this page).

Re-select the "Add My Party" button on the Case Initiation screen to add additional Plaintiffs.

## ENTERING DEFENDANT DATA

From the Case Initiation screen, press the "Add Other Parties" button to access the Defendant input form (see next page for instructions).

Reminder: **ALL DATA IS TO BE ENTERED IN UPPER CASE ONLY**

## Module 9 – New Case: Add Parties

State of Delaware Judiciary
eFiling system

Home
eFile
Cases
My Profile
Log Out
user: MIKE REED

Home » New Case Filing » Case Type » Case Initiation » Defendant

### Add a Defendant: JP DEBT ACTION

#### Defendant

Company ☐ Person ☒

Contexte Id:

Party Type: DEFENDANT

Name Prefix:

First Name: KENT

Middle Name:

Last Name: \* (or Business Name) ASHTON

Name Suffix: (Jr, Sr, ...)

EIN:

SSN:

DOB: mm-dd-yyyy

Day Phone: (000) 000-0000

Cell Phone: (000) 000-0000

Home Phone: (000) 000-0000

Email:

Confidential Address: ☐ Unknown: ☐

Address Line 1: 500 SILVER RD

Address Line 2:

Address Line 3:

City: DOVER

State: Delaware

Zip / Postal Code: 19901

Back Next

#### Add an Attorney for this Party

Last Name:

Bar/FA #:

Type: ATTORNEY FOR DEFENDANT

Add

Last Name	Bar/FA #	Type	Delete

#### Add Additional Aliases (AKA)

First Name:

Middle Name:

Last Name: \* (or Business Name)

Add

First Name	Last Name - Business	Type	Delete
KENNETH	ASHER	AKA	X

#### Add Additional Addresses Add

Type	Address	Delete
RENTAL	327-G NORTH ST CAMDEN, DE 19934	X

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## Module 9 – New Case: Add Parties

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### Left Column:

Note: Do not change the 'Party Type' field shown. Leave it set to DEFENDANT.

Select 'Company' or 'Person' radio button to identify the type of Defendant.

If the **Contexte ID** (also called 'System ID') is known, and the address has not changed from previous cases filed, enter it here and then complete only the Last Name field (Person's last name, or complete Business Name – **DO NOT USE** any punctuation). Go to the Right Column if needed for any other data entry, or go to the bottom and click the 'Next' button to save the Defendant information.

If the **Contexte ID** is known, but the address associated with it has changed from previous cases filed, or the **Contexte ID** is not known, leave this field blank and enter the following:

For a person, enter First Name, Middle Name (if known), and Last Name.

For a business, enter the complete Business Name (without punctuation) in the Last Name/Business Name field.

**EIN, SSN and DOB:** Do not use these fields – leave them blank.

Phone Numbers and E-Mail address are optional.

**Confidential Address:** Only use to keep addresses from public view if needed to protect an individual's safety.

**Unknown:** Check only if there is no known address.

**Address:** Please use the following US Postal guidelines:

- Do not use any punctuation when entering addresses.
- Use the most finite element of the address on the first line (e.g., an Apartment Number, or Unit Number, etc.), then put the street address on the second line. If there is no apt or unit number, put the street address on the first line.

Go to the Right Column (see next page for instructions).

## Module 9 – New Case: Add Parties

### Right Column:

#### Add an Attorney for this Party:

##### **NEVER ADD AN ATTORNEY FOR THE DEFENDANT.**

Attorneys representing Defendants must add themselves to a case by filing an Entry of Appearance directly with the Court.

#### Add Additional Aliases:

If the party in the left column has a known alias, enter it here and then click the **Add** button.

#### Add Additional Addresses:

The only time this is used is on Landlord Tenant cases, and only when the Defendant's Rental Address is different from their Mailing Address (can also be used on Replevin cases to indicate actual PHYSICAL location of property to be returned).

For LLT cases, the Mailing Address will have been entered at the bottom of the Left Column (see previous page). If the Rental Unit address is different, enter it here:

- Click on the 'Add' button next to the label 'Add Additional Addresses'.
- In the expanded box, select the "RENTAL" address type
- Enter the address, then click the lower 'Add' button to save this address

The screenshot shows a web-based form titled "Add Additional Addresses". At the top right of the form is an "Add" button. Below the title bar are three tabs: "Type", "Address", and "Delete". The "Type" tab is currently selected, displaying a dropdown menu with the following options: "CURRENT", "DIVISION OF MOTOR VEHICLES", "INCARCERATED", "MAILING", "PHYSICAL", "RENTAL", "SCHOOL", and "WORK". The "Address" tab is also visible, showing input fields for "Confidential Address", "Address Type", "Address Line 1", "Address Line 2", "Address Line 3", "City", "State", "Zip / Postal Code", and "Country". At the bottom right of the form are "Add" and "Cancel" buttons.

When the page is complete, click 'Next' to return to the Case Initiation Screen (DO NOT USE the **Back** button – this will erase all data entered on this page).

Re-select the "Add Other Parties" button on the Case Initiation screen to add additional Defendants.